



The City Beautiful

City of Coral Gables Job Description

Job Title: Part-Time Park Service Attendant
Department: Community Services/Parks and Recreation
Classification: 6004-Part Time
Pay grade: \$9.84/hour
FLSA: Non-Exempt

Prepared Date: 1/2013
Approved By: Jessica Keller
Elsa Jaramillo-Velez
Patrick Salerno



Summary

The purpose of this position is to assist and direct patrons/users of parks and recreation facilities; enforce rules and regulations of the City of Coral Gables and the Coral Gables Parks and Recreation Department. Duties and responsibilities include: assisting and directing park patrons; cleaning of facilities; collecting and dumping trash, security checks and monitoring of facilities including athletic fields, parks, shelters/pavilions etc., cleaning and maintenance of playgrounds, restrooms, shelters, etc. and the performance of a variety of other tasks of the department. Positions reports to the Golf Course and Parks Maintenance Superintendent or his/her designee and will exercise limited independent judgment.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

This position may require a large amount of contact and policy implementation and enforcement with users and user groups. This public contact may include the inspection of facility use permits and the dissemination of information related to all aspects of City and park operations.

Performs manual labor functions as directed by the Golf Course and Parks Maintenance Superintendent or his/her designee.

Communicates routine park ordinances, rules, regulations, policies and practices to the general public.

Enforces routine park ordinances, rules, regulations, policies and practices including, but not limited to the viewing and verifying of park/picnic rental permits.

Performs general security of parks and recreation facilities and grounds.

Performs tasks related to park maintenance: e.g. cleaning of restrooms/shelters/dugouts etc.; picking up and disposing of trash/litter; emptying of trash/litter receptacles; maintaining athletic field areas; cleaning and maintaining sidewalks, concrete pads and parking surfaces; etc.

Perform safety inspections of park and recreation equipment.

Receives and/or prepares various reports, work orders and other documents as required.

Responds to routine requests for information from supervisors, the general public or other individuals.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of the City of Coral Gables general parks and recreation ordinances, rules, regulations, policies, procedures and practices; Ability to effectively communicate, both orally and in writing, and interact with supervisors, members of the general public and all other individuals or groups involved in the activities of the department. Ability to assemble information and make written reports and documents in a concise, clear and effective manner. Ability to use independent judgment and work with little direct supervision when necessary. Ability to comprehend, interpret, and apply rules, regulations, policies, procedures and related information. Has the mathematical ability to handle required calculations.

Ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions; ability to use equipment and tools properly and safely; ability to understand, follow, and transmit written and oral instructions; ability to establish effective working relationships with co-workers, supervisors, and the public.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of equipment; such as but not limited to

Work is performed both indoors and outdoors. Exposure to extreme temperatures, heavy equipment, pesticides, noise, heights and dust are common. Must be able to lift, carry and or push articles weighing up to 50 lbs. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves as required. Must have the physical ability to climb stairs, reach above and below shoulders, walk and bend.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education and Experience

High School diploma or equivalent required.

Six (6) months of experience performing parks maintenance, park security and/or customer service duties required.

A comparable amount of training or experience may be substituted for the minimum education requirement.

Valid Florida Driver's License required.